

**SUSTAINABLE BURBANK TASK FORCE**  
**May 14, 2009 MINUTES**

The first meeting of the Sustainable Burbank Task Force meeting was held in the Community Services Building Community Room, 150 North Third Street, on the above date. The meeting was called to order at 4:05 p.m. by Bonnie Teaford.

**Members Present:**

Brandon Barbello	Ken Lewis
Jeff Catalano	Lisa Rawlins
Nicholas De Wolff	Joel Shapiro
Geoffrey Folsom	James Smith
Emily Gabel-Luddy	Sharon Springer
Mark Hardyment	Jef Vander Borght
Wendy James	
Maureen Kellen-Taylor	
Cynthia La Camera	

**Members Absent:** None

**Staff Present:** Bonnie Teaford– Public Works Director, Public Works  
Sherry Richardson- Administrative Officer, Public Works  
Kreigh Hampel, Recycling Coordinator, Public Works  
Joe Flores- Marketing Associate, Burbank Water & Power  
Mary Riley- Sr. Assistant City Attorney, City Attorney's Office  
Michael Forbes- Deputy City Planner, Community Development Department  
Tracy Steinkruger- Sr. Planner, Community Development Department  
Jeannette Meyer- Marketing Manager, Burbank Water & Power  
Jan Bartolo- Deputy Director, Park Recreation & Community Services  
Jonathan Frank- Administrative Officer, Park Recreation & Community Services  
Dave Golonski- Councilmember, City Council  
Anja Reinke- Councilmember, City Council  
Paula Ohan– Recording Secretary, Public Works

**I. ROLL CALL**

**II. ORAL COMMUNICATIONS** (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force)

Bob Olson recommended the board to consider Ms. James as chairperson or vice-chairperson.

Greg Andrews inquired about the selection of chairperson and vice-chairperson.

**III. INTRODUCTIONS OF TASK FORCE MEMBERS AND CITY STAFF SUPPORT**

Board members introduced themselves. Ms. Teaford introduced City staff present.

#### **IV. OVERVIEW OF THE BROWN ACT BY CITY ATTORNEY'S OFFICE REPRESENTATIVE**

Mary Riley distributed information on the Ralph M. Brown Act also known as the California Open Meeting Law that is applied to groups created by a City Council. Ms. Riley advised the board members that the purpose of the Brown Act is to facilitate public participation in local government decisions and to curb misuse of the democratic process by legislative bodies by legislating in secret. She recommended that members of the various public bodies in the City of Burbank not communicate with other members of their public body directly, or indirectly by intermediaries (such as by e-mail), or in any other manner outside of the formal, noticed meetings of the public body on any matter that could even remotely be determined to be within or related to their subject matter jurisdiction. Ms. Riley also advised that a public meeting notice must be provided to the public at least 72 hours before a regular meeting. She informed the board that there are criminal penalties and civil remedies for violations of the Brown Act.

#### **V. DRAWING OF LOTS FOR STAGGERED TERMS OF THE TASK FORCE MEMBERS**

Ms. Teaforde facilitated the drawing of lots. The following members will serve two (2) years: Maureen Kellen-Taylor, Cynthia La Camera, Sharon Springer, and Jef Vander Borght. The following members will serve four (4) years: Jeff Catalano, Nicholas DeWolff, Geoffrey Folsom, Ken Lewis, and James Smith.

#### **VI. SELECTION OF TASK FORCE CHAIRPERSON AND VICE-CHAIRPERSON**

Ms. Teaforde facilitated the selection of chairperson and vice-chairperson. She informed the task force that the term for chair and vice-chair is one (1) year. Election will be done annually at the first meeting of each calendar year and thereafter.

**Nominees for chairperson were Wendy James, Nicholas DeWolff, and Jef Vander Borght. Seven (7) were in favor of Wendy James, three (3) were in favor of Jef Vander Borght, and three (3) were in favor of Nicholas DeWolff. By majority, Wendy James was elected chairperson. Nominees for vice-chairperson were Jef Vander Borght and Nicholas DeWolff. Seven (7) were in favor for Jef Vander Borght and five (5) were in favor of Nicholas DeWolff. By majority, Jef Vander Borght was elected vice-chairperson.**

#### **VII. DISCUSSION AND ESTABLISHMENT OF MEETING SCHEDULE AND MEETING RULES**

**Members of the task force discussed and favored to hold regular meetings on the third Monday of every month at 5:00 p.m.**

**Nicholas DeWolff motioned, and Jeff Catalano seconded, for two (2) minute time limit, subject to extension, for speaking at Oral Communications. It passed unanimously.**

**Ken Lewis motioned, and Jef Vander Borght seconded, to set item on agenda and members can suggest future agenda items with a consensus. It passed unanimously.**

## **VIII. OVERVIEW OF CITY SUSTAINABILITY ACTION PLAN BY PUBLIC WORKS DIRECTOR**

Ms. Teaforde provided an overview of the United Nations Urban Environmental Accords and the City of Burbank's Sustainability Action Plan, which was adopted by City Council on January 22, 2008. The City's Action Plan is comprised of 22 action items within the energy, waste reduction, urban design, parks, transportation, environmental, water, and social justice themes. To date eight of the action items have been achieved.

## **IX. REVIEW OF CITY'S EXISTING PROGRAMS AND RESOURCES**

Ms. Teaforde reviewed the existing and ongoing sustainability programs in the City.

## **X. TASK FORCE GOAL-SETTING SESSION**

Ms. Teaforde suggested that a facilitator attend the next meeting to build teamwork, identify shared environmental priorities, match up those initiatives that will most effectively bring the City further in alignment, and to articulate the board's goals in an organized manner. Several members of the Task Force participated in the discussion to refine the proposed scope of work for the facilitator.

**Nicholas DeWolff motioned, and Lisa Rawlins seconded, to provide a one (1) page biography to Ms. Teaforde to forward to distribute to the Task Force.**

## **XI. ADJOURNMENT**

The meeting was adjourned at 7:03 p.m. The next regularly scheduled meeting will be held on Wednesday, June 17, 2009 at 4:30 p.m.

Respectfully submitted,

Bonnie Teaforde, Public Works Director  
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